

## EAGLE LAKE USER POLICY/PROCEDURE

### Eagle Lake Camp and Retreat Center (ELCRC) Canteen Operation

- I. Policy
  - A. The ELCRC will purchase all items to be sold in the canteen.
  - B. The ELCRC Board will set prices for all items to be sold in the canteen.
  - C. Each individual Event which wants a canteen will provide the required canteen staff.
  - D. All canteen income will be kept separate from the individual Event funds and will be remitted to the ELCRC Treasurer.
  
- II. Interpretation - Not applicable.
  
- III. Scope

This policy applies to all organized Events.
  
- IV. Procedure
  - A. The ELCRC Board will designate an individual(s) to purchase the items to be sold, with invoices to be sent to the ELCRC Treasurer.
  - B. Each Event that chooses to operate the canteen will:
    1. Obtain a record of the beginning inventory from the Resident Manager at check-in time,
    2. Review the inventory before operation of the canteen and resolve any discrepancies with the Resident Manager (otherwise the inventory record will be assumed to be correct).
    3. Submit an updated the inventory record to the Resident Manager at checkout time.
    4. Remit all canteen income to the ELCRC Treasurer.